

DEPARTMENT OF THE ARMY  
HEADQUARTERS, US ARMY MATERIEL DEVELOPMENT AND READINESS COMMAND  
5001 Eisenhower Ave., Alexandria, VA 22333

DARCOM Supplement 1  
to AR 405-45

31 May 1983

Reak Estate

INVENTORY OF MILITARY REAL PROPERTY

Issue of further supplementation to this regulation by subordinate commands is prohibited without prior approval from the Commander, US Army Materiel Development and Readiness Command (DARCOM). If supplements are issued, one copy of each will be furnished to the Commander, US Army DARCOM Installations and Services Activity (I&SA), ATTN: DRCIS-RI-IM, Rock Island, IL 61299.

AR 405-45, 18 March 1977, is supplemented as follows:

Page 1-1, paragraph 1-1, Purpose. Add the following:

This supplement sets forth standard methods and procedures within DARCOM for the implementation of the basic AR. Modifications to various codes and additional data fields are intended to provide the minimum basic data which more clearly describes the status of each physical installation/plant including individual facilities located on the properties. The DARCOM central inventory file is used to update the Army master file and to provide base data for special studies, project review, disposal commitments, and to satisfy authorized requests for information.

Page 1-1, paragraph 1-2a. Add the following:

Chapter 4 is not applicable in DARCOM.

Page 1-1, paragraph 1-2b. Add the following:

Each DARCOM installation will continue to report the Army inventory of military real property (RPI) and building information schedule (BIS) under basic regulation, and this supplement, until notified officially (in writing) from I&SA that the requirement is superseded or replaced by the integrated facilities system (IFS).

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\*This supplement supersedes AMC Supplement 1, 20 December 1973, to AR 405-45, 3 August 1973.

Page 1-1, paragraph 1-2, Applicability. Add subparagraph d:

d. Basic regulation is applicable to those Defense Logistics Agency (DLA) installations and the Ballistic Missile Defense System Command (BMDSC) installation for which DLA and BMDSC have an agreement with DARCOM to establish and maintain the RPI/BIS data base.

Page 1-1, Paragraph 1-3a. Add the following:

The DARCOM RPI/BIS central inventory file will be maintained/updated by quarterly changes.

Page 1-1, paragraph 1-4, Authority. Add the following:

DA inquiries pertaining to the DARCOM central RPI inventory file will be coordinated with Commander, DARCOM, Alexandria, VA (DRCIS-ER). BIS inquiries will be coordinated with Commander, DARCOM, ATTN: DRCIS-EF.

Page 1-1, paragraph 1-5, Reporting responsibility. Add subparagraphs d, e, and f after subparagraph c.

d. The Director of Installations and Services, HQ, DARCOM, is responsible for exercising staff supervision over installations, subinstallations, and all other elements of DARCOM in connection with RPI and BIS reporting.

e. The Commander, US Army DARCOM I&SA, Rock Island, IL, is responsible for:

(1) The execution of the DARCOM RPI and BIS inventory (Assets) management systems.

(2) Direct communications with reporting installations and subinstallations, the next higher echelon having command jurisdiction, and the Chief of Engineers, HQDA (DAEN-REP-S).

(3) Technical direction and supervision over the RPI and BIS reporting by all DARCOM installations and subinstallations.

(4) Technical review and approval of RPI and BIS assets reports prepared and forwarded in accordance with f(1), (2), and (3) below.

(5) Establishment of controls.

(6) Development of procedures and guidance.

(7) Providing advice and assistance to staff and command elements of DARCOM, and direction to DARCOM installations and subinstallations by means of formal and informal communications and staff/special visits.

(8) Providing general information and statistical data as required.

(9) Submission of reports to the Chief of Engineers, DA.

(10) Automatic data processing (ADP) of the RPI and BIS assets, DARCOM-wide, covering:

(a) Establishment and maintenance of ADP data base (master files) for DARCOM RPI and BIS assets.

(b) Processing of initial and updated "feeder" reports.

(c) Distribution of "feeder" reports and ADP assets listings, used in updating these reports.

(d) Preparation of all required magnetic tape, punched cards, etc., to maintain the Chief of Engineers (OCE) master files from information supplied on manually updated listings or DA Forms 4581-R (Installation Header), 4581-1-R (RPI), and 4581-2-R (BIS).

f. The commander of each DARCOM installation and subinstallation that controls real property is responsible for:

(1) Preparing reports required by, and in accordance with AR 210-20, basic regulation, this supplement, and quarterly guidance from I&SA. Other related regulations include ARs 405-70, 420-70, 700-90, 735-20, 735-22, and 735-72.

(2) Dispatching all quarterly reports directly to the Commander, US Army DARCOM I&SA, ATTN: DRCIS-RI-IM, Rock Island, IL 61299, within 5 calendar days after the close of each reporting period. NEGATIVE REPORTS (RPI and BIS) ARE REQUIRED.

(3) Promptly correcting any reporting deficiencies indicated by the commander of the major subordinate command (MSC), US Army DARCOM I&SA, the Chief of Engineers, or other informed proper authority.

(4) Insuring that accurate adjustments are reflected in the base source real estate accountable records and the RPI and BIS assets regardless of the type of change or source of funding.

Page 1-2, paragraph 1-6d, Building, portable. Add the following:

The provision of a foundation or utility service(s) to this type of property does not convert it from personal property to real property.

Page 1-2, paragraph 1-69(2), Nonusable. Add the following:

A building that is "nonusable" will be reported as vacant with an appropriate disposition code. Facilities other than buildings that are "nonusable" will be reported with the appropriate disposition code.

Page 1-2, paragraph 1-6h, Construction. Add the following:

Equipment provided with construction type funds, that is properly classified as "equipment-in-place", is not real property, and will not be recorded in realty records.

Page 1-2, paragraph 1-6i, Facilities. Add the following:

The provision, installation, operation, maintenance, and disposal of communication cable is not a Facility Engineer (FE) responsibility. These cables are managed by USACC-DARCOM activities. Installation level USACC personnel are responsible for notifying the FE real property accountable officer on actions involving changes to communication cable. (See also AR 735-72).

Page 1-3, paragraph 1-6p, Installed personal property (building equipment). Add the following:

The accountability for special utilities, machinery and equipment for manufacturing, processing, and other similar activities is discussed in paragraph 2-20, AR 420-70. Equipment of the type discussed in paragraph 2-20 is not real property, regardless of the source of funding.

Page 1-3, paragraph 1-6r, Utility plant. Add the following:

When a utility plant has been modified, equipment has been removed, or if the building or equipment has deteriorated so that the facility cannot provide the intended services, it is "nonusable."

Page 1-3, paragraph 1-6s, Vacant space. Add the following:

Space not actively used in the performance of a function, but that continues to be a repository for the equipment used in the performance of the function is to be classified as vacant. Space reported as vacant, other than "assigned" (AR 405-70), will be considered available for use by others under revocable permit or lease. Include all space regardless of the status (e.g., mobilization, standby, layaway, (paragraph 5-8, AR 700-90), laid up, etc.,) or any other classification that is used locally to designate unused space. Report this type of space as "vacant." In addition to buildings and land, report surfaced areas of 5000 square yards or more that are not being used.

Page 2-1, Paragraph 2-1a(1)(a). Add the following:

See paragraph 2-2a(5) this supplement for DARCOM methods of input for quarterly changes.

Page 2-1, paragraph 2-1b, When prepared. Add the following:

Each DARCOM installation and subinstallation will prepare quarterly reports as of 31 December, 31 March, 30 June, and 30 September. Reports on existing installations and subinstallations will be updated and revised as of the end of each reporting quarter in which reportable changes have occurred.

The initial report for newly activated or acquired DARCOM installations and subinstallations will be forwarded to the Commander, USA Army DARCOM I&SA, ATTN: DRCIS-RI-IM, not later than 5 workdays after the end of the calendar quarter in which DARCOM acquired control and/or accountability for the real property.

Page 2-1, paragraph 2-1c(1). Add the following:

Initial reports for DARCOM, DLA, and BMDSC installations processed by DARCOM will normally be by submission of DA Forms 4581-R, 4581-1-R, and 4581-2-R as appropriate to I&SA.

Page 2-2, paragraph 2-1d(1). Add the following:

DARCOM, DLA, and BMDSC reports must be submitted to I&SA not later than 5 calendar days after the close of each quarter.

Page 2-2, paragraph 2-2a(5). Add the following:

Updating of inventories at DARCOM installations and subinstallations will be made on ADP prepared RPI listings forwarded quarterly from DARCOM I&SA. Changes will be made by lining through the existing information with a thin line and entering the new data. This procedure is to be used for all modifications including changes to be made to the 19 digit control field. If massive changes to the "control fields" are required, I&SA should be contacted in order to accomplish these changes with the least effort to installation personnel. Additional information may be entered in any appropriate column area. Only red typewriter ribbon, red ballpoint, or red pencil will be used. Entries must be printed. The person processing the report must be able to read the "old data" as well as the "new data."

Page 2-2, paragraph 2-2a(6). Add the following:

DARCOM, DLA, and BMDSC installations will return a single copy of the latest ADP produced RPI listing marked "FINAL DISPOSAL" with a letter of transmittal which will contain all disposition specifics.

Page 2-2.1, paragraph 2-2b(3). Add the following:

Change in the name of an installation will not be made without prior written approval from HQ, DARCOM. Requests for name change will be from the installation commander, through the appropriate MSC to DRCIS-ER. Prior to approval, name changes will be coordinated with HQDA (DAEN-REP-S).

Page 2-3, paragraph 2-2b(10). Add the following:

When, in the opinion of the installation management, the function description is inadequate, a local function description may be used. The local function description must be coordinated with the next higher command having jurisdiction over the installation or subinstallation. Use ADP listings or DA Form 4581-R for input.

Page 2-4, paragraph 2-2d(1). Add the following:

Change code "E" may be applicable without the submission of an "A" change code when a multipurpose building is involved. The elimination of one "use" due to it being combined with another would be accomplished by using change code "E" to delete the item and an "M" to modify the item it is being combined with. When an "E" change code is used, provide a brief note to clarify the disposition of the line item, (e.g., combined with principal use in category 610).

Page 2-5, Paragraph 2-2d(5). Add subparagraphs (c) and (d) after subparagraph (b).

(c) AR 415-28 states that the "930" category codes will not be used for inventory purposes. Therefore, improvements such as landscaping, sodding, and grading will be costed to the building(s) or facility(ies) directly affected. If the site improvement cannot be associated with a particular building(s) or facility(ies), such items are to be reported in category 87175, "Related Land Improv NB."

(d) In AR 415-28, the column heading "Construction" under "Unit of Measure" has no application for use in preparing the real property inventory.

Page 2-5, paragraph 2-2d(7). Add the following:

The current recorded "type of construction code" on the inventory of military real property will not be changed except to correct an error made in initial classification, or by evidence of major renovation having been performed.

Page 2-5, paragraph 2-2d(8). Add the following:

The renumbering of facilities for the sole purpose of complying with the numbering contained in AR 420-70 will not be accomplished without prior coordination and approval. If renumbering is being considered, it must be coordinated with the appropriate MSC.

Page 2-5, paragraph 2-2d(9)(b). Add the following:

The principal use of a multipurpose building is the use that contains the greatest square footage.

Page 2-7, paragraph 2-2d(21). Add the following:

Facilities reported with code "N" (nonusable) must be reported as "Vacant," with an appropriate disposition code.

Page 2-7, paragraph 2-3a, General. Add the following:

Initial and subsequent updating of DARCOM installations reporting BIS data will be accomplished manually on ADP listings or DA Form 4581-2-R. The installation planning personnel are responsible for providing accurate input data for the BIS. (See paragraph 2-3, AR 210-20.)

Page 2-8, paragraph 2-3a(3). Add the following:

BIS data will be rejected by the OCE computer program if an RPI record with the identical control field does not exist. (See para 2-3b(1)(a) and (b) of basic reg.)

Page 2-8, paragraph 2-3b(1)(b). Add the following:

When "unmatched records" occur, the only record rejected by the OCE computer program is the BIS.

Page 2-8, paragraph 2-3b(2). (1) Insert in position 6: "No Major heating source is solar", and (2) Add an "X" below the "Z" in position 8.

Page 2-9, paragraph 2-3b(3). Add subparagraphs: (a) and (b).

(a) Unless the principal use of a multipurpose building is vacant, the reporting of an "X" is not applicable.

(b) When an "X" is applicable, place it in cc 32, DA Form 4581-2-R, or the appropriate area on the ADP listings.

Page 4-1, paragraph 4-2a. Add subparagraph (7) after subparagraph (6).

The only keypunch transcript forms applicable within DARCOM are DA Forms 4581-R and 4581-2-R. All other data input will be as prescribed in this supplement and quarterly guidance from I&SA.

The proponent of this supplement is the US Army DARCOM Director for Installations and Services. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Commander, US Army DARCOM Installations and Services Activity, ATTN: DRCIS-RI-IM, Rock Island, IL 61299

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